



City of Hermosa Beach
 1315 Valley Drive, Hermosa Beach, CA 90254
 310.318-0203 - Fax 310.372-6186
 Email: recordsrequest@hermosabch.org



PRR-19-00154

Received By: Taneshya Hudson
 Referred To: Finance
 Date Referred: 10/17/19

Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Ande Carr</u>	Email: <u>ande.carr@assetmc.com</u>
Address:	Phone:
City:	Fax:

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

see Attached

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature

Date

For Departmental Use Only:

Action Requested:

☐ Review Only
☐ Copies Requested

Action Taken:

☐ Document Reviewed
☐ Copies Provided
☐ Refusal/Reason

By _____ Date _____
☐ Non-Existent Document
☐ Other (Please Explain)

For City Clerk's Use Only:

Date Requestor Notified _____ Notified By: _____ Date Picked Up or Mailed _____



ASSET MANAGEMENT

C o n s u l t a n t s

Attn: Ms. Elaine Doerfling
Dept: City Clerk
Municipality: Hermosa Beach
Phone No: (310)318-0204
Fax No: (310)372-6186

Date: 10/17/2019

Subject: Request for Public Records

Dear Ms. Doerfling:

We are an auditing firm located in the Washington D. C. area. AMC is attorney-in-fact for most of the major oil companies, numerous fast food chains, eighty-five percent of the national builder-developers, and many of the national retail department stores, as well as many telecommunications and cable companies. We also serve as contractors for several national financial institutions, including the FDIC. Pursuant to the state public records law, please consider this to be AMC's request for the public records described below.

The norm in the construction business is to deposit sureties (whether they be work deposits, performance bonds, payment guarantees, or similar securities) with municipal agents when site and development plans are filed, and a record of each deposit (and, where applicable, subsequent reductions and/or refunds of same) usually is prepared by the City recipient. Consequently, although the City's chief financial officer eventually receives at least a general accounting of all of the sureties deposited with every City agency, any City agency that accepts such construction sureties (e.g., Engineering, Public Works) is likely to have a more detailed "intra-agency" financial accounting, which often is in the form of an Excel spreadsheet that can be retrieved and passed along as an email attachment.

AMC requests any financial spreadsheet, ledger or other record of the active cash and cash-convertible sureties and escrow accounts maintained by local agencies for financial instruments posted or deposited with them by companies and persons to ensure completion of private-sector residential and commercial construction projects in your area. Please show only open accounts for the cash and cash-convertible sureties, stale-dated checks, deposits, and other securities that have not been refunded to the payee. Such sureties could have been taken in any or all of the forms of performance and payment guarantees described on the following page, and are often recorded in ledger or spreadsheet format within the agency that initially accepts same from developers and builders. I do not seek records of non-negotiable third-party sureties (e.g., letters of credit, bonds), the release of which will not restore money to AMC's clients' accounts.

That being the case, you will probably find it helpful to distribute this request to the local departments and agencies that typically require or record surety deposits, such as Finance, Comptroller, Auditor, Public Works, Transportation (or Highway), Engineering, Community Development, Economic Development, Planning and Zoning, Parks and Recreation, and Arborist. The surety deposits typically are maintained within accounts, records and ledgers



ASSET MANAGEMENT

Consultants

that local departments and agencies might refer to as Escrows, Trusts, Security Deposits, Cash Bonds, and Performance and Maintenance Bonds.

What follows is a list of some performance guarantees, escrows, sureties, and deposits that typically may be required in your area, but this listing might not describe all of the types of securities your jurisdiction might require and hold:

- | | | | |
|--------------------|---------------------------|--------------------|--------------|
| 1. Subdivision | 7. Maintenance | 13. Demolition | 19. Trees |
| 2. Sidewalk/Curb | 8. Temporary Trailer | 14. Earth Moving | 20. Seeding |
| 3. Landscaping | 9. Grading/Paving | 15. Street Opening | 21. Erosion |
| 4. Conservation | 10. Traffic/Street Lights | 16. Right of Way | 22. Tap Fees |
| 5. Monuments | 11. Signs/Temporary Signs | 17. Storm Sewer | 23. Hydrant |
| 6. Winter Handling | 12. Wetlands Conservation | 18. Impact Fees | 24. Driveway |

The records AMC seeks should contain such specific identifiers as:

- | | |
|-------------------------------|-------------------------------|
| 1. Deposit Date and Amount | 7. Depositor Name and Address |
| 2. Purpose of Deposit | 8. Project Number and Address |
| 3. Project Block & Lot Number | 9. Project Parcel Map Number |
| 4. Project Tract Number | 10. Project Permit Number |
| 5. Escrow Account Number | 11. Bond Number |
| 6. Bond Account Number | 12. Check/Warrant Number |

AMC also seeks a record of all outstanding municipal checks, warrants and vouchers (the pre-escheat checks list), over 180 days old that have not yet been cashed or otherwise negotiated, or have become stale dated. AMC does not seek records of uncashed or stale dated payroll checks, child support checks, or any other checks not made payable to municipal vendors.

1. Uncashed/Stale Dated Check Number, Amount, Date, and Names of Payor and Payee

Please advise me by telephone, fax or email of your estimate of any costs associated with your fulfillment of our records request prior to your incurring same. If you have questions regarding this request, please do not hesitate to contact me at your convenience.

Sincerely,

Ande Carr
Asset Management Consultants

Email: ande.carr@assetmc.com